

# IT Business Case Workshop

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# Agenda

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- Business Cases
  - Revenue Sources
  - Project Tier Level's
  - Thresholds
  - When is a Business Case Needed?
- Governance
  - Definition
  - What is Included
  - Process
- Budget for ETSD Charges
  - Rate Changes & New Services

# Business Case

## Revenue Sources

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- ❑ **General Fund Capital** – Technology initiatives without a funding source that are capital (Non-Recurring Costs).
- ❑ **IT Administrative Fee** – Maintenance revenue for an Enterprise (Tier 1) technology initiative (Applies to Internal Service Departments).
- ❑ **General Fund Operating** – Technology initiatives that are part of the Department's on-going operations using general fund dollars.
- ❑ **Proprietary Funds (Capital & Operating)** – Technology initiatives that are part of the Department's on-going operations using non-general fund dollars.

# Business Case

## Project Tier Level

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- ❑ **Tier 1** – Enterprise applications that are used countywide. (Ex. Payroll, HR Systems)
- ❑ **Tier 2** – Communities of Interest applications, which are used by more than one department. (GIS, Criminal Justice)
- ❑ **Tier 3** – Department specific applications, which only benefit a single department. (Crime Datawarehouse)

# Business Case

## Thresholds

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- ❑ General Fund Capital - \$0
- ❑ IT Administrative Fee - \$0
- ❑ General Fund Operating - \$300,000  
(Additional Above FY03-04 Budget)
- ❑ Proprietary Funds (Capital & Operating) -  
\$500,000 (Additional Above FY03-04  
Budget)
- ❑ Enterprise (Tier 1 Initiatives) - \$0

# Business Case

## When is a Business Case Needed?

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- ❑ When additional money for an Technology initiative has exceeded the threshold.
- ❑ If a department wants to implement an Enterprise application (Tier 1).

# Business Case

## Additional Notes

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- ❑ If requesting GF Capital or IT Administrative Fee, must fill out sections A, B, & C of the Business Case document.
- ❑ If requesting GF Operating or Proprietary Operating / Capital, must fill out sections A & C only.

# Governance

## Applied Definition

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- Governance – Committee that oversees funding and business requirements for enterprise technology investments.

# Governance

## What Does it Include

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- This includes:
  - GF Capital Requests
  - IT Administrative Fee Requests
  - GF and Proprietary operating / capital requests that are not in the best interest of the County
- This Excludes:
  - Mandated technology initiatives
  - GF operating technology initiatives
  - Proprietary operating and capital technology initiatives

# Governance Process

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- ❑ March: Working Committee reviews all GF Capital & IT Administrative Fee business cases to make recommendations on funding levels and prioritization.
- ❑ April: Decision Committee reviews recommendations and either accepts or rejects.
- ❑ May: Executive Committee reviews and either implements or lists project as unmet need.

# ETSD Services

## Application Rate Changes

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- Application Maintenance & Development  
Including GIS & Dedicated Web Services
  - Hourly Rate
  - Semi-Annual Rate
  - Annual Rate

# ETSD Services

## New Charges to Budget

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- Infrastructure
  - Database
  - Data Back-up Services
  - Video Conferencing
  - Application Hosting

# ETSD Services

## License Charges

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- Licenses
  - All Client Licenses
  - Microsoft Licenses
  - Oracle licenses

# Additional Notes

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- ❑ Business Cases DUE February 20!!!!!!!!!!
- ❑ Email to [PMO@Miamiidade.gov](mailto:PMO@Miamiidade.gov) or Project Management Office on Exchange Outlook.